

Grants.gov Workspace

OSP AWARENESS
NOVEMBER 8, 2017

Objectives for today

- Overview of Grants.gov Workspace
- Retirement of Legacy PDF Application Package
- How to Register in Grants.gov
- Review 'Roles' in Workspace
- Live-Demonstration of Workspace
- How to work, edit, save and print your application
- Final thoughts and Questions

Objective of Workspace

To enhance the Grants.gov Apply functionality by providing applicants with a shared, online environment to collaboratively complete and submit grant applications



Benefits of Workspace

- **Multiple users** can concurrently complete the application forms
- **Reuse/Copy** existing Workspace forms
- **Upfront validation** allows applicants to correct application errors prior to submission, which minimized the rejection rate
- **Seamless integration** between online webforms and offline PDF forms
- **Collaborate** with Users External to Your Organization
- **Opportunity Package changes** are immediately reflected in Workspace



Retire Legacy PDF Application Package

Legacy PDF Application Package will be phased out on December 31, 2017.



- Applicants will no longer be able to download the older, single PDF application package of forms.
- Applicants can apply for grants using Grants.gov Workspace, which separates the application package into individual forms. Applicants can create a workspace, complete the webforms online or by filling out the separate PDF forms, and submit their application workspace package.
- The online webforms interface is now available in Grants.gov and is only accessible through Workspace.
- For any funding opportunities where applicants have downloaded the legacy PDF application package, they will be able to continue to submit that package until March 31, 2018.
- S2S Submissions will continue to be supported.

Are you ready? If you have any questions or concerns, please contact us at community@grants.gov.

Workspace Resources

- For more information about Grants.gov Workspace, please visit our various Workspace resources:
 - [Grants.gov Workspace Overview](#)
 - [Grants.gov Workspace Training Video Series](#)
 - [Grants.gov Community Blog articles on Workspace](#)
 - [Grants.gov Online User Guide](#)
- Grants.gov Applicant Support
 - 1-800-518-4726
 - support@grants.gov
- Grants.gov Community Blog articles:
 - “7 Tips for Transitioning Your Organization to Grants.gov Workspace”
<https://blog.grants.gov/2016/10/18/7-tips-for-transitioning-your-organization-to-workspace/>
 - “Grants.gov Workspace for Colleges and Universities” (3 Part Series)
<https://blog.grants.gov/2017/06/06/grants-gov-workspace-for-colleges-and-universities-part-1-of-3/>
- Grants.gov Workspace Roles and Access Levels
 - Training video: https://www.youtube.com/watch?v=zWSjX_Lfmc
 - Blog: “Defining Grants.gov Workspace Roles and Access Levels”
<https://blog.grants.gov/2017/03/13/defining-grants-gov-workspace-roles-and-access-levels/>

Upcoming Changes in November 2017

- Workspace Enhancements
 - Reuse/Copy across form versions
 - Streamline Workspace creation
- Subscription Management
 - View and Manage subscriptions
 - New subscription types: News and Saved Searches
 - One-Click Subscribe to Opportunity
 - Requires Grants.gov account/login
- Streamline Account Creation & Login
- New Forms Status Report for In Progress Forms

Grants.gov Workspace Registration

To register in Grants.gov Workspace, go to the following URL:
<https://www.grants.gov/web/grants/register.html>

Register as an “Organization Applicant” as indicated on the next slide.

Grants.gov Registration

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities ▾ Enter Keyword **GO**

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

REGISTER

Individual Applicant
Register as an individual applicant to apply for grant opportunities on behalf of an individual. When applying, ensure that the opportunity is open to individuals.
[Learn about Individual Applicant Registration »](#)
Register as an Individual Applicant »

Organization Applicant
Register as an organization applicant to apply for grant opportunities on behalf of an organization. A DUNS Number and SAM registration are required.
[Learn about Organization Applicant Registration »](#)
Register as an Organization Applicant »

Grantor
Register as a representative of a federal award-making agency to manage funding opportunities on Grants.gov.
[Learn about Grantor Registration »](#)
Register as a Grantor »

Select 'Register as an Organization Applicant'

Enter SU DUNS# as indicated below

You **Do Not** need to register for a DUNS# or in SAM, as SU is already registered in both. **SU DUNS is 002257350.**

GRANTS.GOV [Register](#) [Register With Grants.gov As Organization Applicant](#)

REGISTER WITH GRANTS.GOV AS ORGANIZATION APPLICANT

Before you can register as organization applicant with Grants.gov, you will need to obtain a DUNS number and complete registration in SAM. This process can take up to 4 weeks. Once you have completed these two items, enter your organization DUNS or DUNS+4 number below and press the "Register" button.

Once your DUNS number has been verified, you can submit your registration to Grants.gov. An e-mail will be generated to your organization's E-Business Point of Contact.

To register for a username and password, enter the organization's **DUNS OR DUNS+4 Number** and then click the "Register" button below.

Step 1: Complete the DUNS OR DUNS+4 Number field.
Step 2: Click the Register button.

DUNS or DUNS+4 Number

ENTER the DUNS# here

SELECT the 'Register' button

Tips for registering:

- Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number and to determine if your organization is registered with the SAM. If your organization does not know its DUNS Number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to obtain this information. If your organization is not registered with SAM, apply by phone (1-866-606-8220) or register online at <http://www.sam.gov>.
- Once you have a DUNS number and are registered with SAM, you must create a Grants.gov account to begin the process of applying for federal grants.
- Registering with Grants.gov is a simple process. Guidance on this process is included in the tutorial, user guide and Help section of this site. Please click on the Applicant tab for further assistance.

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GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov

Complete Organization Applicant Registration

GRANTS.GOV [FIND](#) [APPLY](#) [SUCCEED](#)SM

HELP | [MANAGE SUBSCRIPTIONS](#) | [REGISTER](#) | [LOGIN](#)

SEARCH:

HOME | [LEARN GRANTS](#) | [SEARCH GRANTS](#) | [APPLICANTS](#) | [GRANTORS](#) | [SYSTEM-TO-SYSTEM](#) | [FORMS](#) | [OUTREACH](#) | [SUPPORT](#)

GRANTS.GOV > [Register](#) > [Register With Grants.Gov As Organization Applicant](#) > [Organization Applicant Registration](#)

ORGANIZATION APPLICANT REGISTRATION

Please enter your information below.

- Required fields are denoted with an asterisk (*).
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol. (Password is not subject to these restrictions.)

First Name: MI: * Last Name:

Job Title: DUNS:

Telephone: * Email:

Secret Question:

Secret Answer:

UserName:

* Password: * Confirm Password:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

Warning Notice

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
 - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Enter your information and make note of your responses.

Select 'Continue' once information is entered

Complete Organization Applicant Registration

HELP | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

HOME | LEARN GRANTS ▾ | SEARCH GRANTS | APPLICANTS ▾ | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | OUTREACH ▾ | SUPPORT

GRANTS.GOV > Register > Register With Grants.Gov As Organization Applicant > Organization Applicant Registration

ORGANIZATION APPLICANT REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

First Name: [REDACTED]
MI: [REDACTED]
Last Name: [REDACTED]
Job Title: [REDACTED]
DUNS: [REDACTED]
Telephone: [REDACTED]
Email: [REDACTED]
Secret Question: [REDACTED]
Secret Answer: [REDACTED]
UserName: [REDACTED]

Edit as needed – then Select 'Submit'

Warning Notice

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
 - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

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HELP | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

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SEARCH: Grant Opportunities ▾ Enter Keyword... GO

HOME | LEARN GRANTS ▾ | SEARCH GRANTS | APPLICANTS ▾ | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | OUTREACH ▾ | SUPPORT

GRANTS.GOV > Register > Register With Grants.Gov As Organization Applicant > Organization Applicant Registration

ORGANIZATION APPLICANT REGISTRATION ?

You are successfully registered. Please review the Grants.gov [Password Expiration](#) and [Account Deactivation](#) guidance.

First Name: [REDACTED]
MI: [REDACTED]
Last Name: [REDACTED]
Job Title: [REDACTED]
DUNS: [REDACTED]
Telephone: [REDACTED]
Email: [REDACTED]
Secret Question: [REDACTED]
Secret Answer: [REDACTED]
UserName: [REDACTED]

Warning Notice

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
 - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

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GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov

The above confirmation screen will be displayed and an email acknowledgement of your registration will be sent to the Office of Sponsored Programs. This email notifies OSP that you are requesting a grants.gov role be assigned.

OSP Next Steps

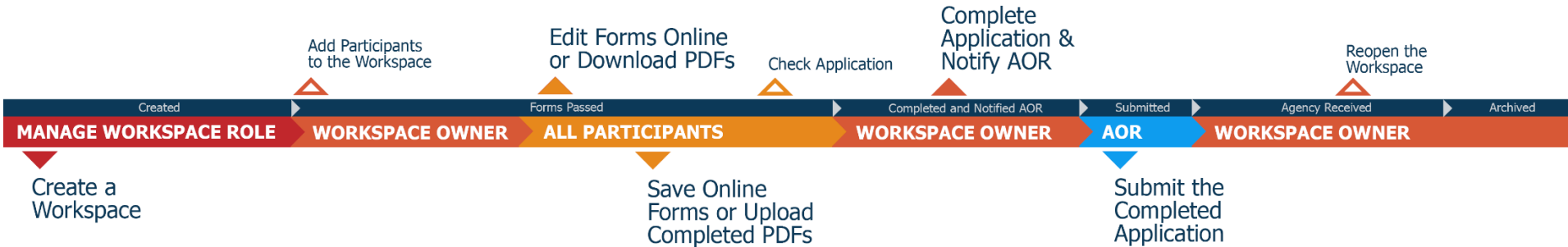
Follow-up communication with OSP is recommended to confirm that your interest in applying for funding is known. Consider whether you want the “Manage Workspace” Role, or would prefer to be a “Workspace Participant”.

In response to your request, OSP will assign you one of the following roles—

1. Manage the Workspace
2. Workspace Participant – any Grants.gov user who has been added to a workspace to complete and edit forms.
3. Workspace Owner – a participant with a Manage Workspace Role serves as “owner” of the workspace.

Once OSP has assigned you a role, you will now be ready to Login.

Live Demonstration of Workspace



In this live demonstration, we will cover the following key actions for applying on Grants.gov using Workspace:

- Workspace Process and Roles Overview
- Creating a Workspace
- Managing Participants & Roles
- Completing Online and Offline Workspace Forms
- Submitting via Workspace

Final Thoughts

- Remember to register in Grants.gov!
- Which 'role' best suits your needs? (Manage Workspace, or Participant)
- Notify OSP of your intentions to apply as early as possible
- Remember that Workspace is new and like all new systems, can still have issues.
- Follow OSP's Service Guidelines to ensure a stress-free submission
- Review the remaining slides later, as these are screen-shots of a live demo
- **QUESTIONS??**

WHAT IS WORKSPACE?

The online space where you work on your grant application

Workspace is a shared, online environment where members of a grant team may simultaneously access and fill out forms within an application.

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

TEST 1 VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access

Application Filing Name: Example Workspace Application [Edit Name]
Workspace ID: WS00010875 Workspace Status: New Opening Date: May 08, 2017
AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 00000000000000

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Participants: Export Detailed Data Add from Workspace Organization > Add by Username >

1-3 of 3 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
abelincoln	Abe Lincoln	000000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
ThomasJefferson	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access

1-3 of 3 Records

WHAT IS WORKSPACE?

The top section of each workspace contains key information about the application status.

Each workspace has 4 tabs: **Forms, Participants, Activity and Details**

Some have 2 more tabs based on grantor agency services (*currently NIH-only*): **Grantor Image and Preview Grantor Validation**

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access

TEST 1

Application Filing Name: Example Workspace Application [Edit Name]
Workspace ID: WS00010875 Workspace Status: New Opening Date: May 08, 2017
AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 00000000000000

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Participants: Export Detailed Data Add from Workspace Organization Add by Username

1-3 of 3 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
abelincoln	Abe Lincoln	000000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
Thomas.Jefferson	Thomas Jefferson	123-456-7890	PresidentT.J@example.com	All	Yes	Remove Make Owner Manage Access

1-3 of 3 Records

WHAT IS WORKSPACE?

The **Forms** tab contains individual forms that are part of the workspace application package.

Key Actions:

- Fill out webforms (*if available*)
- Lock/Unlock forms
- Download/Upload PDF forms
- Reuse forms

The screenshot displays the 'MANAGE WORKSPACE' interface. At the top, there is a navigation bar with tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below this, the 'APPLICANTS' tab is active, showing a progress bar with steps: Created (checked), Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. The main content area shows 'MANAGE WORKSPACE' with a video player for 'VIDEO.SUBFORMS - PKG00034725 Training Video for Sub-Forms Access'. Below the video, there are fields for 'Application Filing Name', 'Workspace ID', 'Workspace Status', 'Opening Date', 'Closing Date', 'AOR Status', 'Last Submitted Date', 'Workspace Owner', 'SAM Expiration Date', and 'DUNS'. A 'Workspace Actions' section contains buttons for 'Preview Application Forms', 'Check Application', 'Sign and Submit', and 'Delete'. A table titled 'Application Package Forms' is highlighted with an orange border. The table has columns for 'Include in Package', 'Form Name (Click to Preview)', 'Requirement', 'Form Status', 'Last Updated Date/Time', 'Locked By', and 'Actions'. The first row is selected, and the table lists several forms including 'SF424 (R & R) [V2.0]', 'PHS 398 Modular Budget [V1.2]', and various 'R & R Subaward Budget Attachment(s) Form' entries.

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Research & Related Budget [V1.4]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 10 YR 10 ATT [V1.4] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form [V1.4] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 10 YR 30 ATT [V1.4] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform



WHAT IS WORKSPACE?

The **Participants** tab lists the members, or “Participants,” of a workspace who work as a team to complete the required forms for a federal grant.

The screenshot displays the 'MANAGE WORKSPACE' interface on Grants.gov. At the top, there is a navigation bar with tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below this, the breadcrumb path is 'GRANTS.GOV > Applicants > Manage Workspace'. The main header area includes a progress indicator with five steps: 'Created' (checked), 'Fill Out Forms', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. A 'TEST 1' logo is visible on the left. The workspace details section shows: Application Filing Name: Example Workspace Application [Edit Name], Workspace ID: WS00010875, Workspace Status: New, Opening Date: May 08, 2017, AOR Status: Active, Last Submitted Date: ---, Closing Date: May 06, 2019, Workspace Owner: Thomas Jefferson, SAM Expiration Date: Aug 20, 2020, and DUNS: 00000000000000. Below the details is a tabbed interface with 'PARTICIPANTS' selected. The 'Workspace Participants' section includes buttons for 'Export Detailed Data', 'Add from Workspace Organization', and 'Add by Username'. A table lists three participants, with the first three rows highlighted by an orange box:

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
abelincoln	Abe Lincoln	000000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
ThomasJefferson	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access



WHAT IS WORKSPACE?

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

TEST 1 VIDEO-SUBFORMS - PKG00034726 Training Video for Sub-Forms Access

Application Filing Name: Example Workspace Application [Edit Name]
Workspace ID: WS00010875 Workspace Status: In Progress Opening Date: May 08, 2017
AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 0000000000000

FORMS PARTICIPANTS **ACTIVITY** DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Activity: Export Detailed Data

1-9 of 9 Records

Timestamp	Category	Action	Performed On	Performed By	Details
Jun 06, 2017 04:51:44 PM EDT	Form	Downloaded	SF424 (R & R) [V2.0]	Thomas Jefferson	
Jun 06, 2017 04:51:33 PM EDT	Form	Locked	SF424 (R & R) [V2.0]	Thomas Jefferson	
Jun 06, 2017 04:51:20 PM EDT	Form	Saved	PHS 398 Modular Budget [V1.2]	Thomas Jefferson	
Jun 06, 2017 04:50:39 PM EDT	Form	Edited	PHS 398 Modular Budget [V1.2]	Thomas Jefferson	
Jun 06, 2017 04:50:38 PM EDT	Form	Locked	PHS 398 Modular Budget [V1.2]	Thomas Jefferson	
Jun 06, 2017 04:50:34 PM EDT	Form	Selected for Package	PHS 398 Modular Budget [V1.2]	Thomas Jefferson	
Jun 06, 2017 04:47:08 PM EDT	Participant	Added	Abigail Adams	Thomas Jefferson	Roles: AOR, Manage Workspace; Form Access: All Forms including Budget
Jun 06, 2017 04:47:08 PM EDT	Participant	Added	Abe Lincoln	Thomas Jefferson	Roles: AOR, Manage Workspace; Form Access: All Forms including Budget
Jun 06, 2017 04:46:19 PM EDT	Workspace	Created	WS00010875	Thomas Jefferson	Example Workspace Application

1-9 of 9 Records

The **Activity** tab lists the actions that Participants have taken within the workspace.

WHAT IS WORKSPACE?

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GRANTS.GOV Applicants Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

VIDEO-SUBFORMS - PK000034725
Training Video for Sub-Forms Access

Application Filing Name: Example Workspace Application [Edit Name]

Workspace ID: WS00010875 Workspace Status: In Progress Opening Date: May 08, 2017

AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019

Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 0000000000000

FORMS PARTICIPANTS ACTIVITY **DETAILS** GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Details:

DUNS: 0000000000000 Created on: Jun 06, 2017
Organization: ITS Test DUNS Last Activity Date: Jun 06, 2017

Package Details:

CFDA: 00.000 - Not Elsewhere Classified
Competition ID - Title: ---
Contact Information: Harriet Tubman
Budget Director
E-mail: htubman@usc.history.gov
Phone: 000-000-0000

Workspace Grant Tracking Numbers: Export Detailed Data

1-1 of 1 Records

Grants.gov Number	Date/Time Received	Status	Status Date	Submitted By	Agency Tracking Number	Actions
GRANT 10599213	Jul 12, 2017 01:26:46 PM EDT	Validated	Jul 12, 2017 01:26:57 PM EDT	Thomas Jefferson	---	Details Download

1-1 of 1 Records

The **Details** tab lists submission history, including links to download every submitted (and re-submitted) application.



WHY USE WORKSPACE?



Resources

- [Video: Introducing Workspace Functionality](#)
- [Workspace Overview Page on Grants.gov](#)

CREATING A WORKSPACE

The screenshot shows the Grants.gov interface for viewing a grant opportunity. The page title is "VIEW GRANT OPPORTUNITY" and the opportunity number is "09142016-KJ-NEW UNDER-NEW-AGENCY!". The "PACKAGE" tab is selected, showing details for the opportunity package. A yellow banner prompts the user to review Applicant FAQs. Below this, two options are presented: "Option 1: Apply Now Using Workspace" and "Option 2: Download Legacy Application Package". The "Option 1" section is highlighted with an orange border and contains a form for creating a workspace. The form includes a label "Please enter required information to Create Workspace:", a text input field for "Application Filing Name" with the example "Example Workspace Application", and a "Create Workspace >" button. Below the form, there is a brief description of the Workspace feature and a link to learn more.

GRANTS.GOV Search Grants

VIEW GRANT OPPORTUNITY

09142016-KJ-NEW
UNDER-NEW-AGENCY!

TEST 1

◀ Back | Link

FORECAST | VERSION HISTORY | RELATED DOCUMENTS | **PACKAGE**

◀ Back to Packages | Print Package Details

You have chosen the following Opportunity Package:

Funding Opportunity Number – Title: 09142016-KJ-NEW – UNDER-NEW-AGENCY1
Opportunity Package ID: PKG00033727
CFDA: 00.000 – Not Elsewhere Classified
Competition ID – Title: NEW-A – NEW-A
Agency:
Opening Date:
Closing Date: Nov 23, 2017

Since you did not subscribe, you will not be notified of any future changes to this Opportunity Package. If you would like to receive notifications please click here.

Please review Applicant FAQs as you prepare and submit your application.

Option 1: Apply Now Using Workspace

Please enter required information to Create Workspace:

*Application Filing Name:

Create Workspace >

Workspace is our enhanced application submission feature, which helps organizations and individuals create, complete, and submit grant applications.
Want to learn how to get started? Click here.

Option 2: Download Legacy Application Package

The legacy application package continues to be available for a limited time (see details). Please click here to learn how to get started with Workspace.

If you use the legacy application method, use the buttons below:

Download Instructions > Download Package >

After logging in, create a workspace by visiting the **View Grant Opportunity** page and clicking the Package tab.

If the application package is compatible with Workspace, you will be able to create a new workspace.

CREATING A WORKSPACE



Resources

- [Video: How to Create a Workspace](#)
- [Online User Guide: Create a Workspace](#)

MANAGING PARTICIPANTS & ROLES

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

VIDEO-SUBFORMS - PKG00034726
Training Video for Sub-Forms Access

Application Filing Name: Example Workspace Application [Edit Name]

Workspace ID: WS00010875 Workspace Status: New Opening Date: May 08, 2017

AOR Status: Active Last Submitted Date: --- Closing Date: May 05, 2019

Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 0000000000000

FORMS | **PARTICIPANTS** | ACTIVITY | DETAILS | GRANTOR IMAGE | PREVIEW GRANTOR VALIDATION

Workspace Participants: Export Detailed Data Add from Workspace Organization » Add by Username »

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
abelincoln	Abe Lincoln	000000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
Thomas.Jefferson	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access

Adding Participants:

Click the **Add from Workspace Organization** button to search for a user within your organization

Click the **Add by Username** button to add a user from outside your organization

Removing Participants:

Click the **Remove** link on the Participant record in the workspace

Reassigning Ownership:

Click the **Make Owner** link in the Actions column

MANAGING PARTICIPANTS & ROLES

The screenshot displays the 'MANAGE WORKSPACE' interface on Grants.gov. At the top, there is a navigation menu with options like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below this, the breadcrumb path is 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE' with a progress bar showing steps: Created (checked), Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. A 'TEST 1' badge is visible. The application details include: Application Filing Name: Example Workspace Application [Edit Name]; Workspace ID: WS00010875; Workspace Status: New; Opening Date: May 08, 2017; Closing Date: May 06, 2019; AOR Status: Active; Last Submitted Date: ---; Workspace Owner: Thomas Jefferson; SAM Expiration Date: Aug 20, 2020; DUNS: 00000000000000. Below the details are tabs for FORMS, PARTICIPANTS (selected), ACTIVITY, DETAILS, GRANTOR IMAGE, and PREVIEW GRANTOR VALIDATION. The 'Workspace Participants' section has buttons for 'Export Detailed Data', 'Add from Workspace Organization', and 'Add by Username'. A table lists participants with columns for Username, Participant Name, Phone Number, Email, Form Access, Authorized to Submit, and Actions. The table is highlighted with an orange box.

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
abelincoln	Abe Lincoln	000000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
Thomas.Jefferson	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access

Roles:

- AOR role (*automatically receive Manage Workspace role*)
- Manage Workspace role

Account Types:

- E-Business Point of Contact (EBiz POC)
- Individual Applicant
- Organization Applicant

MANAGING PARTICIPANTS & ROLES

The screenshot shows the 'MANAGE WORKSPACE' interface on Grants.gov. At the top, there are navigation tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below this, the breadcrumb path is 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE' with a progress bar showing 'Created' (checked), 'Fill Out Forms', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. A 'TEST 1' logo is visible on the left. The application details include: Application Filing Name: Example Workspace Application [Edit Name], Workspace ID: WS00010875, Workspace Status: New, Opening Date: May 08, 2017, AOR Status: Active, Last Submitted Date: ---, Closing Date: May 06, 2019, Workspace Owner: Thomas Jefferson, SAM Expiration Date: Aug 20, 2020, and DUNS: 00000000000000. Below the details are tabs for FORMS, PARTICIPANTS, ACTIVITY, DETAILS, GRANTOR IMAGE, and PREVIEW GRANTOR VALIDATION. The 'PARTICIPANTS' tab is active, showing a table of 'Workspace Participants' with columns for Username, Participant Name, Phone Number, Email, Form Access, Authorized to Submit, and Actions. The table contains three records, with the 'Form Access' and 'Authorized to Submit' columns highlighted in orange.

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
abelincoln	Abe Lincoln	000000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
Thomas.Jefferson	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access

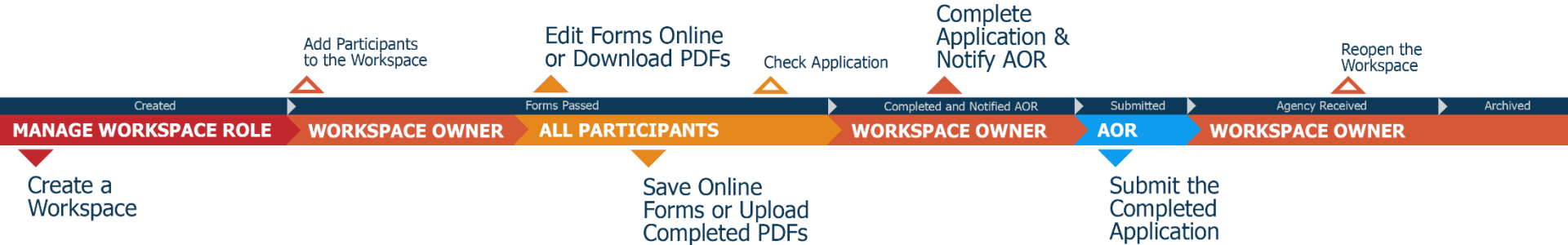
Access Levels:

- Workspace Owner
- Workspace Participant
- AOR with MPIN
- AOR with standard access
- AOR with expanded access*
- Form Level

*AORs with expanded access are able to view and submit the application for any workspace within the organization.

MANAGING PARTICIPANTS & ROLES

This timeline shows how each user fits into the workspace workflow:



MANAGING PARTICIPANTS & ROLES



Resources

- [Video: Understanding User Roles and Access in Workspace](#)
- [Video: How to Add Participants to a Workspace](#)
- [Video: How Do I Add Participants Who Are Outside My Org?](#)
- [Online User Guide: Manage Participants in a Workspace](#)

COMPLETING WORKSPACE FORMS

Key Actions:

- Fill out webforms *(if available)*
- Download and Upload PDF forms
- Lock/Unlock forms

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

VIDEO_SUBFORMS - PKG00034725
Training Video for Sub-Forms Access

Application Filing Name: Example Workspace Application [Edit Name]

Workspace ID: WS00010875 Workspace Status: In Progress Opening Date: May 08, 2017

AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019

Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 00000000000000

Workspace Actions:

Preview Application Forms Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading instructions and Forms: Download Instructions >

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	Passed [Locked]	Jun 06, 2017 04:51:19 PM EDT	Thomas Jefferson	Unlock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	

Actions

Lock | Download | Upload | Reuse | Webform

COMPLETING WEBFORMS

SECTIONS:

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
- 4. Identifiers
- 5. Applicant Information
- 5.A. Person to be Contacted
- 6. Employer Identification
- 7. Type of Applicant
- 8. Type of Application
- 9. Name of Federal Agency
- 10. Catalog of Federal Domestic Assistance Number
- 11. Descriptive Title of Applicant's Project
- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information

SF-424 (R&R)
Version 2.0

OMB Number: 4040-0001
Expiration Date: 10/31/2019

1. TYPE OF SUBMISSION:

Select Type of Submission:

- Pre-application
- Application
- Changed/Corrected Application

2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE CHECK FOR ERRORS CLOSE

Webform Basics:

- Complete online forms in web browser
- Navigate by clicking sections
- Tab through form fields
- Required fields have red asterisk

COMPLETING WEBFORMS

Filling Out Fields:

- Open text entry
- Drop-down menu
- Dates/calendar

14. PROJECT DIRECTOR/ PRINCIPAL INVESTIGATOR CONTACT INFORMATION:

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

Position/Title:

7. TYPE OF APPLICANT:

Type of Applicant:

8. TYPE OF APPLICATION:

Type of Application:

- A. State Government
- B. County Government**
- C. City or Township Government
- D. Special District Government
- E. Regional Organization
- F. U.S. Territory or Possession
- G. Independent School District
- H. Public/State Controlled Institution of Higher Education
- I. Indian/Native American Tribal Government (Federally Recognized)
- J. Indian/Native American Tribal Government (Other than Federally Recognized)
- K. Indian/Native American Tribally Designated Organization
- L. Public/Indian Housing Authority
- M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
- N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
- O. Private Institution of Higher Education
- P. Individual
- Q. For-Profit Organization (Other than Small Business)
- R. Small Business
- S. Hispanic-serving Institution

Is this application being submitted to other agencies?:

11. DESCRIPTIVE TITLE OF APPLICANT:

12. PROPOSED PROJECT:

Start Date:

End Date: *

« April 2018 »

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

COMPLETING WEBFORMS

Filling Out Fields:

- Radio buttons (multiple choice)

8. TYPE OF APPLICATION:

Type of Application: *

- New
- Resubmission
- Renewal
- Continuation
- Revision

Is this application being submitted to other agencies?: *

- Yes
- No

- Attach files within online form

20. PRE-APPLICATION:

Attachment:

ExampleDocument.tx

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

21. COVER LETTER ATTACHMENT:

Attachment

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

COMPLETING WEBFORMS

SECTIONS:

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
- 4. Identifiers
- 5. Applicant Information
- 5.A. Person to be Contacted
- 6. Employer Identification
- 7. Type of Applicant
- 8. Type of Application
- 9. Name of Federal Agency
- 10. Catalog of Federal Domestic Assistance Number
- 11. Descriptive Title of Applicant's Project
- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information
- 15. Estimated Project Funding
- 16. E. O. 12372 Review
- 17. Application Certification

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Descriptive Title of Applicant's Project is required. Enter a brief Descriptive Title of the Project.

Enter a brief Descriptive Title of the Project. This field is required.

12. PROPOSED PROJECT:

Start Date: *

End Date: *

End Date is required. Enter the Proposed End Date of the Project.

13. CONGRESSIONAL DISTRICT OF APPLICANT:

Congressional District Code: *

Congressional District of Applicant is required. Enter the Congressional District in the format: 2 character State abbreviation - 3 character District number. Examples: CA-005 for California's 5th District, CA-012 for California's 12th District. If outside the US, enter 00-000. To

SAVE CHECK FOR ERRORS CLOSE

More Features:

- Hover mouse over form fields for help
- Error messages explain how to fill out form fields

COMPLETING WEBFORMS

SECTIONS:

1. Type of Submission
2. Date Submitted
3. Date Received by State
4. Identifiers
5. Applicant Information
- 5.A. Person to be Contacted
6. Employer Identification
7. Type of Applicant
8. Type of Application
9. Name of Federal Agency
10. Catalog of Federal Domestic Assistance Number
11. Descriptive Title of Applicant's Project
12. Proposed Project
13. Congressional District of Applicant
14. Project Director/Principal Investigator Contact Information
15. Estimated Project

SF-424 (R&R)
Version 2.0

OMB Number: 4040-0001
Expiration Date: 10/31/2019

1. TYPE OF SUBMISSION:

Select Type of Submission:

Pre-application *

Application

Changed/Corrected Application

2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE CHECK FOR ERRORS CLOSE

More Features:

- Autosave occurs every 5 minutes
- Complete SF-424 first to pre-populate form fields and save time

COMPLETING WEBFORMS

Applicant's Project

12. Proposed Project

13. Congressional District of Applicant

14. Project Director/Principal Investigator Contact Information

15. Estimated Project

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE CHECK FOR ERRORS CLOSE

- **Save:** Stores your form data & attachments to Workspace

- **Check for Errors:** Form validation & field-level errors

- **Close:** Exits the online form

SUCCESS

Success: Form successfully saved.

OK

OMB Number: 4040-0001
Expiration Date: 10/31/2019

Errors!

Check for Errors revealed the following errors:

- 11. **DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**
Descriptive Title of Applicant's Project is required: Enter a brief Descriptive Title of the Project.
- 12. **PROPOSED PROJECT:**
End Date is required: Enter the Proposed End Date of the Project.
- 13. **CONGRESSIONAL DISTRICT OF APPLICANT:**
Congressional District of Applicant is required: Enter the Congressional District in the format: 2 character State abbreviation - 3 character District number, Examples: CA-005 for California's 5th District, CA-012 for California's 12th District. If outside the US, enter 00-000. To locate your Congressional District, visit the Grants.gov website.

1. TYPE OF SUBMISSION:

Select Type of Submission:

Pre-application

Application

COMPLETING PDF FORMS

Actions

[Unlock](#) | [Download](#) | [Upload](#) | [Reuse](#) | [Webform](#)

 **WORKSPACE FORM** 1-800-018-4726
SUPPORT@GRANTS.GOV

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	02142017-7L-1
Opportunity Title:	02142017-7L-1
Opportunity Package ID:	8800004268
CFDA Number:	00.000
CFDA Description:	Not Elavdewr Classified
Competition ID:	882
Competition Title:	Original
Opening Date:	02/14/2017
Closing Date:	01/09/2018
Agency:	
Contact Information:	

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	8800004262
Application Filing Name:	Example Workspace Application
DUNS:	
Organization:	
Form Name:	8F424 (R & D)
Form Version:	2.0
Requirement:	Handwritten
Download Date/Time:	Feb 21, 2017 01:13:15 PM EST
Form State:	

FORM ACTIONS:

CHECK FOR ERRORS SAVE PRINT

PDF Form Basics:

- Option to download PDF forms to complete in Adobe software
- Upload PDF forms to workspace
- Upon uploading, data shared between online and PDF versions of forms

COMPLETING PDF FORMS

The image shows a screenshot of the SF 424 (R&R) application form. The form is titled "APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)". It includes sections for submission type, date submitted, applicant information, contact person, employer identification, type of applicant, type of application, name of federal agency, and descriptive title of the project. Red borders and yellow shading highlight specific fields, such as the "Pre-application" radio button, the "Date Submitted" field, the "Legal Name" field, the "Person to be contacted" fields, the "Type of Applicant" dropdown, the "Type of Application" radio buttons, the "Name of Federal Agency" field, and the "Descriptive Title of Applicant's Project" field.

PDF Form Basics:

- Tab through form fields
- Required fields have red border and yellow shading
- Hover mouse over form fields for help
- Error messages explain how to fill out form fields



COMPLETING WORKSPACE FORMS

Workspace Features:

- Reuse past forms
- Cross-form validations
- Data retained for three years

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access

Application Filing Name: Example Workspace Application [Edit Name]

Workspace ID: WS00010875 Workspace Status: In Progress Opening Date: May 08, 2017

AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019

Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 0000000000000

FORMS | PARTICIPANTS | ACTIVITY | DETAILS | GRANTOR IMAGE | PREVIEW GRANTOR VALIDATION

Workspace Actions:

Preview Application Forms | Check Application | Sign and Submit | Delete

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions »

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	Passed [Locked]	Jun 06, 2017 04:51:19 PM EDT	Thomas Jefferson	Unlock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]	Optional	---	---	---	Lock Download Upload Reuse Webform

COMPLETING WORKSPACE FORMS



Resources

- [Video: How to Complete Forms in a Workspace](#)
- [Video: Reuse a Saved Workspace Form](#)
- [Online User Guide: Forms Tab—Managing Forms](#)

SUBMITTING VIA WORKSPACE

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Complete and Notify AOR Submit Agency Received

VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access

Application Filing Name: Example Workspace Application [Edit Name]

Workspace ID: WSD0010875 Workspace Status: In Progress Opening Date: May 08, 2017
AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 0000000000000

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Actions:

Preview Application Forms Check Application **Sign and Submit** Delete

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions >

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]					Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Modular Budget [V1.2]					Unlock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Training Subaward B					Lock Download Upload Reuse Webform

Sign and Submit

If you want to submit the application package, enter your password and click the "Sign and Submit" button below to complete the process.

*Password:

Sign and Submit Cancel

Process:

- Workspace Owner notifies users with AOR role
- User with AOR role submits
- Workspace Owner or user with AOR role may choose to Reopen Workspace

SUBMITTING VIA WORKSPACE



Resources

- [Video: How to Submit an Application in Workspace](#)
- [Video: Reopen a Workspace for Additional Edits](#)
- [Online User Guide: Check Application in Workspace](#)
- [Online User Guide: Submit a Workspace Package](#)

Grants.gov Helpdesk Support

- If you have any issues or questions while you are using Workspace to complete your application, please contact the Grants.gov Support Center at support@grants.gov or call 1-800-518-4726

